



Request for Proposals
Chesapeake Bay Nutrient Reduction Activities
James Watershed Office, DCR
Spring 2007 Regional Implementation Program
March – June 2007

OVERVIEW:

Project proposals for Spring Chesapeake Bay nutrient reduction activities are being accepted now through February 21, 2007. Funding priorities must be correlated to implementation or education and outreach activities targeting reductions in nutrients and sediment in the Chesapeake Bay.

ELIGIBILITY:

Soil and water conservation districts, Virginia Cooperative Extension offices, other state agencies, regional planning district commissions, local government and non-profit conservation organizations. James watershed projects occurring in the following localities are eligible for funding through the James Watershed Office: Albemarle, Amelia, Amherst, Appomattox, Buckingham, Campbell, Chesterfield, Cumberland, Fluvanna, Goochland, Henrico, Louisa, Nelson, Nottoway, Powhatan, Prince George, Prince Edward and cities of Charlottesville, Colonial Heights, Hopewell, Lynchburg and Richmond.

CONTACTS:

For questions relating to project eligibility please call or email:

Jennifer Sidleck
Watershed Field Coordinator, James Watershed
Office
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(804) 371-0991

Nissa Dean
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(804) 225-3390

AVAILABLE FUNDING:

A total of \$15,000 is available through the James Watershed Office. Grants may range from \$500 to \$5,000.00. Regional cooperative projects greater than \$5,000.00 are allowed. A 50/50 match is **preferred** and in-kind match is acceptable. Match guidelines are provided on page 4.

DEADLINES:

- Project proposals must be submitted electronically to Jennifer.Sidleck@dcv.virginia.gov by **5:00pm on February 21, 2007.**
- Funded projects will be announced by March 1, 2007.
- The project timeline is March 1, 2007 through June 1, 2007.
- A mid-project update by Project Sponsor to DCR Regional Office Contact by April 15, 2007.
- Project completion by June 1, 2007.
- Report submission and final reimbursement request no later than June 10, 2007.

SELECTION CRITERIA:

Eligible projects include workshops, on-the-ground demonstration projects (e.g. riparian plantings, tree plantings, BayScapes, raingardens), watershed tours, production of education and outreach materials relating to water quality, social marketing initiatives relating to water quality and other nonpoint source pollution

reduction and water quality improvement activities. Selection will be made by the James Watershed Office and the Assistant Director and will be based on the following evaluation criteria. Each Criterion is weighted equally:

- Support of Chesapeake Bay Tributary Strategies implementation and C2K goals
- Projects with sponsors historically successful with DCR grant administration or new project partners
- Projects that leverage other resources and efficiently utilize funding

APPLICATION PROCESS:

Electronically send application to Jennifer Sidleck at Jennifer.Sidleck@dcr.virginia.gov by **5:00pm on February 21, 2007**. Attach single spaced, 12pt standard font Word document of no more than 3 pages to include:

A. General Information

- Name of eligible sponsor (i.e., SWCD, VCE county office, county government, watershed group or alliance, etc.)
- Title of the project
- Dollar amount being requested
- Contact person and information (i.e. phone number, address and email)

B. Project Narrative

Describe:

- the project,
- the purpose,
- planned activities and,
- expected outcome relative to NPS pollution reductions;
- role of the project sponsor (grant recipient);
- the targeted audience;
- other project partner(s);
- timeline of project to include dates of planned activities; and,
- any additional pertinent information to be considered.

C. Budget Narrative

Describe funding needs including specific estimates for each funding category needed. Please refer to attached Budget Category Guidelines.

OTHER REQUIREMENTS:

- Upon funding approval notice by DCR, eligible recipient must sign Project Funding Acceptance Agreement and return 2 official signed copies to DCR for funding to be authorized.
- DCR and Chesapeake Bay Program must be credited on any products and/or recognized at events as funding sponsors.
- Approved project expenditures will be reimbursed upon sponsor's submission of completed project narrative, financial narrative and financial report no later than June 10, 2007.
- Lists of event participants, NPS reduction reports, UTM coordinates and Hydrological Unit Codes will also be required, if applicable.

BUDGET NARRATIVE GUIDELINES

Guidelines for Completing Budget Categories

Use the following guidelines for determining budget categories for estimated project expenses. DCR grant agreements for projects awarded funding will include a Project Financial Report Form, which breaks down the project budget into these budget categories. This form will then be submitted according to actual expenses based on the budget categories for requesting reimbursements.

| | |
|-------------------------|---|
| Personnel: | Grant funds for personnel charges should only be for staff within the project sponsors organization and for staff members who are directly involved in the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel under the Match funds section of the budget narrative. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or match amounts based on estimated time to be spent working on the project. |
| Fringe Benefits: | In the budget narrative please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included. |
| Travel: | Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the <i>Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations</i> . A vehicle mileage rate of \$.485/mile is used. |
| Equipment: | Only equipment items valued equal to or greater than \$5,000 per unit should be reported. Items less than \$5,000 should be listed as supplies. |
| Supplies: | This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the budget narrative. |
| Contractual: | Contractual costs include subcontracted work to be completed by those other than the project sponsor. This may include design and engineering services, legal contracts, easement surveys, analysis of water samples, and etc. |
| Construction: | This category includes direct costs related to installation of best management practices and other pollution control measures. |
| Other Direct: | Miscellaneous items. These items must be listed in the budget narrative, in sufficient detail to determine if they are reasonable and allowable. |
| Indirect: | No indirect costs will be funded. Indirect charges may be used as project match. The indirect cost rate must be documented in the match narrative. |

Matching Cost Guidelines

Match Fund Requirement

Identify project match funds accounting for at least 50% of the total project costs (at least 1:1 match is required). Each budget category does not have to be matched at a 1:1 ratio, as long as the total match of cash and/or in-kind contributions equals the total DCR grant funds requested.

General Guidelines

Matching or cost sharing requirements may be satisfied by allowable costs incurred by the grantee from other grants or cash donations, or in the value of third party in-kind contributions applicable to the period to which the cost sharing or matching requirement applies.

- Neither costs nor the value of third party in-kind contributions may count towards satisfying a matching requirement of a grant agreement if they have been or will be counted towards satisfying a matching requirement of another grant agreement.
- Costs and third party in-kind contributions counting towards satisfying a matching requirement must be verifiable from the records of the grantee. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.

Valuation of Third Party Donations

- Supply contributions will be valued at the market value at the time of donation.
- Use of loaned equipment or space in a building will be valued at the fair market rental rate.

Valuation of Donated Services

(1) Volunteer services.

Unpaid services provided to a Grantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. If the grantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. A reasonable amount for fringe benefits may be included in the valuation.

(2) Employees of other organizations.

When an employer other than a grantee furnishes free of charge the services of an employee in the employee's normal line of work, the services will be valued at the employee's regular rate of pay exclusive of the employee's fringe benefits and overhead costs. If the services are in a different line of work, then the valuation for volunteer service described in the section above applies.

Average Dollar Value of Volunteer Time

Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed. Review "Valuation of Donated Service" guidelines on previous page.

If a grantee is not able to determine the volunteer match value based on the price paid for similar work within their organization, then DCR will accept the Virginia Average Hourly Value as determined by the Virginia Employment Commission. This rate is based on the national dollar value of volunteer time as released by the Independent Sector and posted on their web site, www.independentsector.org. The current web site used for

annual updates to the Virginia rate is <http://www.vaservice.org/volunteer/statistics.html>. The Virginia average volunteer value to be used for **adult volunteers** effective for July 2006 through June 2007 is **\$18.73 per hour**. This value includes 12 percent for fringe benefits. The appropriate standard value to be used for **children** and volunteers 16 and younger is the state **minimum wage of \$5.15**.

Value & Requirements for Use of Land as Match

- The reported value of any tract of land used as match, whether acquired or donated, must be substantiated by an approved appraisal done no more than six months prior to the donation or acquisition.
- Property or easements used by private organizations as a match must also be protected by an easement co-held by a public entity. The co-holder of easements for private organizations must be a state agency or a local government jurisdiction.
- The grantee must include conditions to be placed on any acquired easements. This would include but not be limited to terms of the easement, the amount of development permitted (residential/agricultural, etc.) and any allowed or disallowed land management practices.